

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

- Clear the hallways and remain in room or area until the “All Clear” is announced
- Conduct business as usual

ADULTS

- Close and lock the door
- Take attendance and note the time
- Conduct business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

- Return to inside of building
- Conduct business as usual

ADULTS

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Take attendance and note the time
- Conduct business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

- Move away from sight
- Maintain silence
- Do not open the door

ADULTS

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Take attendance and note the time



EVACUATE! (A location may be specified)

STUDENTS

- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

ADULTS

- Lead students to Evacuation location
- Take attendance and note the time
- Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

- Use appropriate safety strategy for the hazard

ADULTS

- Lead safety strategy
- Take attendance and note the time
- Notify if missing, extra or injured students or adults

Hazard

Safety Strategy

TornadoEvacuate to shelter area

Flooding Move to high ground

Earthquake Drop, cover and hold